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CIRCULAR.

QUARTERMASTER GENERAL'S OFFICE,
Richmond, 1863.

I. In order to give more immediate effect and operation to the act of February 15, 1862, intended to provide for "disabled soldiers" (by conferring on them appointments which they may be competent to fill), it is hereby announced that any "disabled soldier" who may desire a position in the Quartermaster's department should, in order to obtain the same, report to the Chief Quartermaster of the state of which he is a resident, or in which he may be in hospital or on duty at the time of his application, his

Name,	Company,
Age,	Regiment,
Profession, or trade,	Brigade, and
Place of abode, or station,	Nature of disability.

He will state in his application the nature of the position desired, such as clerk, wagon or forage master, &c. &c.

II. Applicants for clerkships will be required to possess a fair knowledge of arithmetic, to write good English, and in a legible hand. For subordinate positions, less will be required.

III. All applications must be supported by vouchers of unimpeachable character, and the sufficiency of witnesses thereunto, if in civil life, must be certified by some justice of the peace, or other county or municipal officer. Where testimonials are from the commanding officers of the applicant, no such certificate will be necessary.

IV. It shall be the duty of the Chief Quartermaster of each state to keep a roster of such applicants, and to place their papers on file for reference; and he will report at the expiration of each quarter the number thereof, and the number of appointments, to the Quartermaster General.

V. Local quartermasters will (in case they have made no authorized arrangement for clerks or other employees) be expected to supply themselves, as far as practicable, from the class of "disabled soldiers" thus

enrolled, who may be found competent to discharge the duties of the department.

VI. Applications should be accompanied in each case by a copy of the certificate which shows the soldier to be disabled, and should be addressed to the Chief Quartermaster of the state in which he may desire to obtain a position, thus :

“To the Chief Quartermaster of North Carolina, Raleigh.”

VII. Posts of Chief Quartermasters are as follows :

Virginia,	-	-	-	-	-	Richmond.
North Carolina,	-	-	-	-	-	Raleigh.
South Carolina,	-	-	-	-	-	Charleston.
Georgia,	-	-	-	-	-	Augusta.
Alabama,	-	-	-	-	-	Montgomery.
Mississippi,	-	-	-	-	-	Enterprise.
Florida,	-	-	-	-	-	Lake City.
Louisiana,	-	-	-	-	-	Alexandria.
Texas,	-	-	-	-	-	San Antonio.
Arkansas and Missouri,	-	-	-	-	-	Little Rock.
Tennessee and Kentucky,	-	-	-	-	-	Knoxville.

VIII. When a place has been found for any applicant, the Chief Quartermaster in whose district the post may be, will proceed at once to obtain, through the regular channels, the detail and assignment to duty of the “disabled soldier” thus provided for.

IX. The earnest co-operation of all officers of the Quartermaster’s department in carrying into effect this system, when it can be applied without manifest injury to the public service, is confidently expected.

A. R. LAWTON,
Quartermaster General.

copy of notes

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